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313 N. Figueroa Street, Suite 912
Los Angeles, CA 90012

Tel: (213) 240-8101
Fax: (213) 481-0503

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*To ensure access to high-quality,
patient-centered, cost-effective
health care to Los Angeles County
residents through direct services at
DHS facilities and through
collaboration with community and
university partners.*



www.dhs.lacounty.gov

October 06, 2015

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

**ESTABLISH CAPITAL PROJECT; APPROVE PROJECT BUDGET AND
RELATED APPROPRIATION ADJUSTMENT FOR THE EL MONTE
COMPREHENSIVE HEALTH CENTER ADULT MEDICINE REGISTRATION
CONSOLIDATION PROJECT (C.P. NO.87308)
(FIRST DISTRICT)
(4 VOTES)**

SUBJECT

Establish Capital Project No. 87308 for the El Monte Comprehensive Health Center Adult Medicine Registration Consolidation Project, approve project budget, schedule, appropriation adjustment, and authorize Internal Services Department to deliver the Project using a previously approved Job Order Contract.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed El Monte Comprehensive Health Center Adult Medicine Registration Consolidation Project is exempt from the California Environmental Quality Act for reasons stated herein and in the record for the project.
2. Establish Capital Project Number 87308 and approve the estimated project budget of \$765,000 for El Monte Comprehensive Health Center Adult Medicine Registration Consolidation Project.
3. Approve an appropriation adjustment to reallocate \$765,000 from DHS's Obligated Fund Balance to fully fund the El Monte Comprehensive Health

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

18 October 6, 2015

PATRICK OGAWA
ACTING EXECUTIVE OFFICER

Center Adult Medicine Registration Consolidation Project, Capital Project Number 87308.

4. Authorize the Department of Health Services and Internal Services Department to implement the project using a Board-approved Job Order Contract administered by Internal Services Department.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

Approval of the recommended actions will approve the Project and find that the proposed El Monte Comprehensive Health Center Adult Medicine Registration Consolidation Project (Project) is exempt from the California Environmental Quality Act (CEQA) and authorize the Internal Services Department (ISD) to deliver the project using a Board-approved Job Order Contract (JOC) managed by ISD.

On September 24, 2013, the Board instructed DHS to work in concert and, as needed, with the Chief Executive Office (CEO), ISD, and the Department of Public Works (DPW) to identify DHS facilities where "Medical Home" system improvements are significantly constrained by existing facility design elements. Representatives from DHS, CEO and ISD met to prioritize projects and, in a memo to the Board dated December 4, 2013, recommended starting with a set of seven "pilot" projects including this one.

The proposed Project located at 10953 Ramona Blvd. in the City of El Monte, consists of consolidating three existing Adult Medicine Clinic registration and waiting areas located on the second floor. The Project will renovate approximately 1938 square feet and provide a new corridor linking the clinics and separating staff circulation from the patient and public areas. This Project will improve patient flow and allow registration staff to be centralized in one location. The Project will entail demolition of existing walls, installation of new walls, replacement of ceilings tiles, HVAC and electrical modification, fire alarm upgrade and ADA improvements

The proposed renovation work will be completed using a Board-approved JOC procured by ISD with oversight from the DHS Capital Projects Division. The proposed Project is anticipated to be completed approximately six months following Board approval of the recommended actions.

Implementation of Strategic Plan Goals

The recommended actions will support Goal 1, Operational Effectiveness/Fiscal Sustainability, and Goal 3, Integrated Services Delivery of the County's Strategic Plan.

FISCAL IMPACT/FINANCING

The total estimated project cost is \$765,000 including base construction, contingency allowance, permit fees, civic art fee, inspection/testing fee and County Services.

Approval of the attached appropriation adjustment will reallocate \$765,000 from DHS's Obligated Fund Balance to fully fund the Project, Capital Project Number 87308. Upon Board approval of the appropriation adjustment, Attachment I, sufficient appropriation will be included in the Fiscal Year 2015-16 Capital Projects/Refurbishments Budget to fully fund the proposed project. The project

Schedule and Budget Summary are included in Attachment II.

Operating Budget Impact

The proposed Project will not have an impact on the current operational budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

In accordance with the Board's Civic Art Policy adopted on December 7, 2004 and revised on December 15, 2009, the project budget will allocate one percent of the design and construction costs to the Civic Art Fund.

ENVIRONMENTAL DOCUMENTATION

The proposed Project is categorically exempt from the California Environmental Quality Act (CEQA) according to Section 15301 (a) of the State CEQA Guidelines and the revised County of Los Angeles Environmental Document Reporting Procedures and Guidelines and Class 1 (d) adopted by your Board on November 17, 1987, because the project provides for minor alteration, repair or replacement of existing facilities involving negligible or no expansion of an existing use.

CONTRACTING PROCESS

Construction of the Project will be accomplished using a Board-approved JOC procured and administered by ISD.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Clinical services in the areas to be remodeled will be relocated temporarily within the facility, in order to reduce operational impacts to the patients and staff as well as to expedite the renovation work.

This Project is anticipated to improve the delivery of health care services within the Adult Medicine Clinic area.

The Honorable Board of Supervisors

10/6/2015

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Respectfully submitted,

A handwritten signature in black ink, reading "Mitchell Katz". The signature is written in a cursive, flowing style.

Mitchell H. Katz, M.D.

Director

MHK:ac

Enclosures

c: Chief Executive Office
County Counsel
Executive Office, Board of Supervisors
Art Commission
Department of Health Services
Internal Services Department

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BOARD OF
SUPERVISORS
OFFICIAL COPY

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF HEALTH SERVICES

DEPT'S.
NO.

October 6, 2015

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2015-16

4 - VOTES

SOURCES

Please see attached detail.

USES

Please see attached detail.

SOURCES TOTAL: \$ 2,295,000

USES TOTAL: \$ 2,295,000

JUSTIFICATION

This budget adjustment is necessary to establish and fully fund the El Monte CHC - Adult Medicine Registration Consolidation Project.

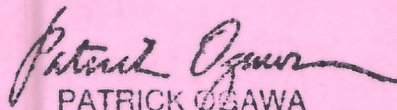
ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES


AUTHORIZED SIGNATURE Mela Guerrero, Controller, DHS

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

18

OCT 06 2015


PATRICK OSAWA
ACTING EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR ---

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ACTION

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RECOMMENDATION

AUDITOR-CONTROLLER

BY



B.A. NO. 025

Sept 15 20 15

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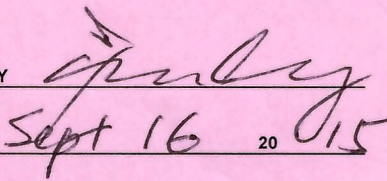
APPROVED AS REQUESTED

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APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY



Sept 16 20 15

**DEPARTMENT OF HEALTH SERVICES
REQUEST FOR APPROPRIATION ADJUSTMENT
CAPITAL PROJECTS/REFURBISHMENTS
FISCAL YEAR 2015-16**

4 VOTES

SOURCES:

DHS Enterprise Fund
MN2-3078
Committed for DHS
Decrease Obligated Fund Balance

765,000

LAC+USC Healthcare Network
MN4-HG-96-9911-60010
Operating Transfers In
Increase Revenue

765,000

Total Enterprise Fund

\$ 1,530,000

Ent Sub - LAC+USC Healthcare Network
A01-AC-6100-21200-21224
Other Financing Uses
Decrease Appropriation

765,000

Total General Fund

\$ 765,000

Total

\$ 2,295,000

USES:

DHS Enterprise Fund
MN2-HS-6100-60070
Other Financing Uses
Increase Appropriation

765,000

LAC+USC Healthcare Network
MN4-HG-96-9912-60010
Operating Subsidy - General Fund
Decrease Revenue

765,000

Total Enterprise Fund

\$ 1,530,000

Health Services
El Monte CHC - Adult Medicine Registration Consolidation Project
A01-CP-6014-65036-87308
Capital Assets - Building & Improv.
Increase Appropriation

765,000

Total General Fund

\$ 765,000

Total


\$ 2,295,000

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

18

OCT 06 2015


PATRICK OSAWA
ACTING EXECUTIVE OFFICER

 9/15/15
#BA025

**ESTABLISH CAPITAL PROJECT; APPROVE PROJECT BUDGET AND RELATED
APPROPRIATION ADJUSTMENT FOR THE EL MONTE COMPREHENSIVE
HEALTH CENTER ADULT MEDICINE REGISTRATION
CONSOLIDATION PROJECT (C.P. NO. 87308)
(FIRST DISTRICT) (4 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Scheduled Completion Date
Complete Construction Documents	Completed
Jurisdictional Approvals	Completed
Award Construction Contract	(2 weeks from Bd. approval)
Substantial Completion	(6 months from Bd. approval)
Project Acceptance	(7 months from Bd. approval)

II. BUDGET SUMMARY

Budget Category	Proposed Budget
Design**	\$20,000
Construction	\$340,000
ADA Compliance	\$150,000
Change Order Allowance	\$65,000
Inspection/Testing	\$25,000
County Services	\$160,000
Civic Art Fee	\$5,000
	<u>\$765,000</u>

**Design and Engineering Services previously funded through DHS Operating Budget.